

## FILING- INITIAL PLEADINGS IN A CIVIL OR MISCELLANEOUS CASE

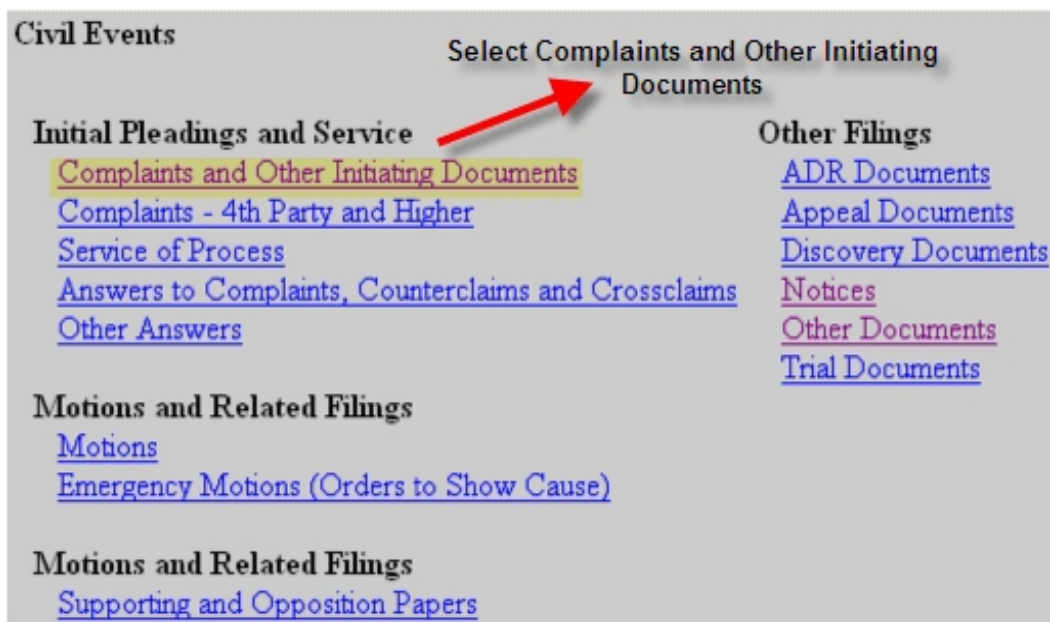
A Filing User shall file all civil or miscellaneous initial pleadings electronically. Effective **December 1, 2006**, payment for filing fees will be made through CM/ECF's Internet Credit Card Payment site (pay.gov). The Filing User will be prompted to enter credit card information while filing the initial pleading. New cases are deemed filed the day the Clerk's Office receives the complaint **and** required filing fee. Any document that requires a filing fee (e.g. Notice of Appeal, Motion for Pro Hac Vice Admission) may also be paid by credit card through pay.gov.

The attorney will log into CM/ECF and submit all initiating documents in .pdf format. The below screens illustrate what the filing user will see as the initial complaint in a civil case is filed, and the fee is paid via pay.gov. **If your initial complaint includes a motion for TRO, please file the complaint with summons and civil cover sheet as attachments, and call the Clerk's Office to notify of the filing. Once the case is opened and judges are assigned, you can then file the motion for TRO and supporting papers in the assigned civil action.**

**EXCEPTIONS:** If you are seeking to have your complaint filed under seal, this should be filed traditionally at the Clerk's Office.

### 1. Select the type of event that is being filed (Example below is for a new civil Complaint)

- Select **Civil** from the blue menu bar at the top of the CM/ECF screen to file a Civil or Miscellaneous Initial Pleading. The examples below refer to the filing of a Civil Complaint in CM/ECF.



**Complaints and Other Initiating Documents**

- Amended Complaint
- Complaint**
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Notice of Removal
- Supplemental Complaint
- Third Party Complaint

Select Complaint

Next Clear

**Complaints and Other Initiating Documents**

Case Number Always use 00-99999 as the case number

00-99999 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

**\*\*\*PLEASE NOTE THAT THIS CASE IS ONLY A TEMPORARY “SHELL” CASE. NOTHING OTHER THAN THE INITIATING DOCUMENTS SHALL BE FILED USING THIS CASE NUMBER. UPON OPENING BY THE CLERK’S OFFICE, THE FILING ATTORNEY WILL RECEIVE A NOTICE OF ELECTRONIC FILING (NEF) WITH THE CIVIL ACTION NUMBER AND JUDGE ASSIGNMENT. ALL SUBSEQUENT FILINGS SHALL BE MADE IN THAT ACTION.**

## Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

Select the filer.

Select the Party:

Defendant [Defendant]
<b>Plaintiff [Plaintiff]</b>

DO NOT Add/Create New Party

[Add/Create New Party](#)

For all complaints, Plaintiff  
will be the Filer

Next

Clear

## Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

Please select the party that this filing is against.

Select the Party:

OR

Select a Group:

Leave as Default

Defendant [Defendant]  
Plaintiff [Plaintiff]

- ☒ No Group  
☐ All Defendants  
☐ All Plaintiffs  
☐ All Parties

[Add/Create New Party](#)

For new complaints, ALWAYS select Defendant

Next

Clear

## Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

The complaint is the main document and all other documents, i.e., summons, civil cover sheet, should be filed as attachments.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

C:\Documents and Settings\mcallister\De

Browse...

Attachments to Document: ☐ No ☒ Yes

You will attach your cover sheet, summons, and any other documents

Next

Clear

**\*\*\*FILE COMPLAINT AS MAIN DOCUMENT, WITH ALL OTHER DOCUMENTS, I.E. CIVIL COVER SHEET, SUMMONS, FILED AS ATTACHMENTS. ALL DOCUMENTS WILL BE RETURNED TO YOU VIA NOTICE OF ELECTRONIC FILING.**

## Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

All NYND attorneys are authorized to pay fees via Pay.Gov

If you are NOT authorized to pay the filing fee via Pay.gov or are NOT filing an In Forma Pauperis Application, STOP - do not continue docketing this event. You must either file this action traditionally, or contact the Clerk of Court to obtain Pay.gov authorization.

Next

Clear

## Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

Is this filed with an Application to Proceed Without Prepayment of Fees Y/N?

Next

Clear

**\*\*\*FOR CASES WHERE THE FILING ATTORNEY IS PAYING THE FEE, ENTER N; IF YOU ARE SEEKING IFP STATUS, ENTER Y AND FILE THE APPLICATION AS AN ATTACHMENT TO THE COMPLAINT\*\*\***

## Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

Fee: \$350

Next

Clear

## Step 1: Enter Payment Information

1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: strain49 \*

Payment Amount: \$350.00

Billing Address: 123 Main Street \*

Billing Address 2:

City: Syracuse

State / Province: New York - NY


Zip / Postal Code: 13202

Country: United States \*

Card Type: Visa \*



Card Number: 4111111111111111 \* (Card number value should not contain spaces or dashes)

Security Code:  (On the back of your Card, find the last 3 digits) [Help finding your security code](#)

Expiration Date: 07 / 2025 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment

Cancel

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> strain49 123 Main <b>Billing Address:</b> Street <b>Billing Address 2:</b> City: Syracuse <b>State / Province:</b> NY <b>Zip / Postal Code:</b> 13202 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 11 / 2025	<b>Payment Amount:</b> \$350.00 <b>Transaction Date</b> 08/25/2006 15:26 <b>and Time:</b> EDT

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**

**Confirm Email Address:**

**CC:**

Separate multiple email addresses with a comma

**Authorization and Disclosure**

**Required fields are indicated with a red asterisk \***

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.



## Complaints and Other Initiating Documents

[5:06-at-02006 Plaintiff v. Defendant](#)

Docket Text: Modify as Appropriate.

COMPLAINT (Smith, et al v. Jones Trucking, ) against Defendant ( Filing fee \$ 350 receipt number 147685) filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet # (2) Summons) (strain49, )

Next

Clear

**\*\*\*ADD THE SHORT TITLE OF YOUR CASE IN THE ABOVE BOX AS WELL AS THE COUNTY OF ORIGIN FROM THE COVER SHEET (FOR EXAMPLE-SMITH, ET AL V. JONES TRUCKING, ET AL)(ONONDAGA COUNTY)THIS WILL ASSIST THE CLERK'S OFFICE WHEN THE CASE IS PROCESSED.**

## Complaints and Other Initiating Documents

[5:06-at-02006 Plaintiff v. Defendant](#)

Docket Text: Final Text

COMPLAINT (Smith, et al v. Jones Trucking, et al) against Defendant ( Filing fee \$ 350 receipt number 147685) filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet # (2) Summons)(strain49, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next

Clear



## Complaints and Other Initiating Documents

5:00-at-99999 Plaintiff v. Defendant

U.S. District Court

Northern District of New York - Main Office (Syracuse) [TEST - Version 3.0L]

### Notice of Electronic Filing

The following transaction was entered by strain49, on 8/25/2006 at 3:34 PM EDT and filed on 8/25/2006

Case Name: Plaintiff v. Defendant

Case Number: 5:00-at-99999

Filer: Plaintiff

Document Number: 2

The document number should be disregarded, as this is only a temporary case and this document number will not carry over to the permanent case

### Docket Text:

COMPLAINT (*John Smith v. Jim Jones*) against Defendant ( Filing fee \$ 350 receipt number 147737) filed by Plaintiff. (Attachments: # (1) Civil Cover Sheet # (2) Summons)(strain49, )

5:00-at-99999 Notice has been electronically mailed to:

5:00-at-99999 Notice has been delivered by other means to:

Plaintiff

## WHAT THE ATTORNEY WILL RECEIVE UPON CASE ASSIGNMENT AND OPENING

1. Notice of Electronic Filing of **Complaint** with Civil Case Number and Assigned Judges
2. Notice of Electronic Filing **Summons Issued** with summons for service upon defendant. One entry will be done for each named defendant. Please note that the Northern District of New York utilizes an electronic signature with the Court Seal for summons. Use the NEF hyperlink to retrieve the issued summons form to effect service of process.
3. Notice of Electronic Filing **G.O. 25 FILING ORDER ISSUED**. This will be a copy of the Court's General Order #25 packet with a date for the Rule 16 conference before the assigned Magistrate Judge. Use the NEF hyperlink to retrieve the issued General Order #25 packet. The General Order #25 packet will need to be served along with your summons and complaint upon each named defendant.

## MONITORING INTERNET CREDIT CARD PAYMENTS

Internet fees and payments may be reviewed by using the **Internet Payment History** option on the **Utilities** menu in CM/ECF.

U.S. District Court Northern District of New York - Main Office (Syracuse) [TEST - Version 3.0L] Internet Payment History for strain49 8/25/2006 to 8/25/2006				
Date Paid	Description	Payment Method	Receipt #	Amount
2006-08-25 10:21:43	Complaint(5:06-at-02006) [cmpat cmpX] ( 350.00)	credit card	147685	\$ 350.00
2006-08-25 10:33:14	Complaint(5:06-at-02006) [cmpat cmpX] ( 350.00)	credit card	147688	\$ 350.00

The list includes all payments of charges incurred via Pay.gov and may be viewed for a specified date range.